

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0162295	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Administrator II		
3. Division Family Services			12. Proposed Class Title Program Consultant II		
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation			
5. Unit Assessment and Prevention		14. Effective Date			
6. Location (address where employee works) City Garden City County Finney		15. By	Approved		
7. (circle appropriate time) Full time Perm Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM PM To: 5:00 AM PM	17. Audit Date: By: Date: By:			Position Number	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This is a position approved to fill as a Program Consultant II as part of the Agency's Regional Re-Organization Plan. The classification of the current position must be re-allocated to conform to the approved re-organization plan.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Denise Voss	Assessment & Prevention Administrator (PSE I)	K0053688
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Teresa McQuin	PPS Deputy Director (PSE III)	K0210259
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee is expected to exercise seasoned judgment and be able to make independent decisions on critical and complex issues. General and explicit directions will be given verbally or in writing. Due to the nature of the work, instructions may be brief in detail requiring the employee to exercise professional expertise and initiative. The employee is expected to work with moderate supervision, is responsible for managing workloads, staff training and coaching, and is responsible for coordinating efforts with other staff members or organizations.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position analyzes Assessment and Prevention operations, recommends methods to increase efficiency of operations and incorporates into training a training program that is delivered to regional PPS staff in support of the Child Protective Services and Prevention Services program goals. Work involves consulting and evaluating operational practices, procedures and activities by providing professional expertise and direction for programs that have considerable impact on the agency's mission. The position also serves as a mentor as new staff assume management of child protective services cases
1) 45%	E	<p><u>Quality Assurance and Operational Efficiency</u></p> <p>Oversee the development and management of systems that provide ongoing evaluation of child welfare policies and programs and support continuous improvement in child welfare. Work with central office, regional staff, and external partners to assist with the implementation of new policies and procedures to improve efficiency and effectiveness of operations and carryout priorities of the agency. In consultation with PPS Central Office and Regional staff, provides professional expertise and direction in the evaluation of PPS Assessment and Prevention program operational practices, procedures and activities in order to increase the efficiency of the delivery of services expected from the agency. Participates in work groups tasked with identifying improvements in services provided. Explains and interprets operational practices, procedures, regulations and activities and/or advises clients, contracted child welfare providers, local law enforcement, community organizations or the general public about specific PPS programs.</p>
2) 25%	E	<p><u>Training</u></p> <p>Under the direction of PPS Central Office management staff, provides technical planning assistance, participates in developing, conducting and coordinating training on subjects relevant to performance of work and attainment of goals within the PPS program. Conducts research regarding preferred training models and tools, and helps define learning objectives and the format for presenting material. Reviews and analyzes areas of need and formulates plans to meet needs. Documents effectiveness and compliance with program guides. Presents PPS training to improve knowledge and enhance skills of PPS staff through a variety of methods, including lecture, learning exercises, case studies, visual aids and on-line training. Works to remove barriers that impede continuous improvement. Work is coordinated and evaluated by PPS Central Office staff</p>
3) 20%	E	<p><u>Program Coordination</u></p> <p>Coordinates delivery system issues with other agency managers to ensure achievement of mutual goals, program integrity and effective service delivery. Operationalizes, plans and issues verbal and written directives to staff. Collaborates with other public and private entities, community groups and stakeholders to explain, interpret, discuss, and promote participation and cooperation in delivery of the programs administered by PPS along with the rules, regulations, policies and directives guiding the PPS programs. Advises higher level executive of emerging issues affecting the program coordinated by this position. Identifies courses of action and recommends solutions as appropriate.</p>
4) 10%	E	<p><u>Other Tasks</u></p> <p>Serve on regional and statewide work groups involved in identifying policy or procedural updates required due to changes in federal and or state legislation, or to increase the efficiency in the delivery of services provided by PPS. Performs other task as assigned by supervisor to include assisting the PPS Deputy Direct on special projects.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

PPS staff will not receive the training that they need to achieve program goals. Could also result in potential loss of state funds, impede service delivery to customers and put the agency in jeopardy of legal action.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Interacts with DCF staff, the general public and counterparts from other agencies or organizations to plan, coordinate, advise and influence or obtain a common understanding or solutions to problems. Contacts are made with other employees on a daily basis to disseminate policy and program procedures. There may be frequent contact with the public including various community agencies. Public speaking / presenting workshops to the public may occasionally be required.

25. What hazards, risks or discomforts exist on the job or in the work environment?

High stress related to responsibility level of the work, short deadlines and responses to the field. Normal hazards related to use of office equipment. In-state travel is required.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Telephone, FAX machine, printer, copier, scanner, personal computer with word processing, spreadsheets and mainframe system software used daily

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

A Bachelor's Degree in Social Work and a current Kansas social Work license in good standing are preferred. Also leadership ability, supervisory experience, and experience in program administration. A minimum of one year work experience involving the exercise of judgment in evaluating situations and making decisions; establishing and maintaining satisfactory working relationships with such positions as administrative officials, other employees, field staff, community partners and the general public. At least one year experience with DCF Prevention and Protection Services.

Knowledge of federal and state laws and regulations governing child welfare and child protection programs administered by the agency.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date